

Application Package for  
a Certificate of  
Appropriateness  
Historic Overlay District

City of Aiken

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CITY OF AIKEN  
**CERTIFICATE OF APPROPRIATENESS APPLICATION**  
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IMPORTANT INFORMATION

**WHAT WORK REQUIRES A CERTIFICATE?**

For *any* property that is in an Aiken Historic Register “District” or which City Council has designated a “Historic Site,” a “Certificate of Appropriateness” must be obtained **before** any exterior alteration, construction, demolition, or relocation is done. This applies to the structures in the “Project Checklist.” However, it does not apply to most play equipment, benches, mailboxes, and birdbaths.

Approval is *not* required for interior renovations; exterior painting of previously painted surfaces; and installing, moving, pruning, or eliminating plants or trees that have not been designated as Historic Sites. In Districts, a change in the color, texture, and/or composition of a material requires a Certificate when the location of the work would be visible from a public street right-of-way if all existing vegetation and fences did not exist – even if the difference would not be discernable from the street. For a Historic Site, approval is needed for all exterior changes, including those that are not visible from a street right-of-way.

**HOW WILL YOUR APPLICATION BE REVIEWED?**

At least 15 days before the Design Review Board meeting at which they are to be considered, the completed application form and all required submittals must be returned to:

City of Aiken Planning Department  
214 Park Avenue, SW - Suite 202 (P.O. Box 1177)  
Aiken, South Carolina 29802  
(Telephone: (803) 642-7608 Fax: (803) 642-7727)

The Board normally holds its regular monthly meetings on the first Tuesday of each month. The advertised location of the meetings is the City Council Chambers, which is on the second floor of the Municipal Building at 214 Park Avenue, SW. The applicant or his/her agent must attend.

The Board will not consider applications, which are not substantially complete. If work included in a Certificate of Appropriateness application does not conform with existing City zoning or other regulations, the Board will not render a decision on the request until any necessary variance or other approval has been granted by the Board of Zoning Appeals.

For decisions on Certificate of Appropriateness applications, the Zoning Ordinance requires the Board to consider standards stated in the Ordinance, the Secretary of the Interior’s Standards for Rehabilitation, and additional design guidelines approved by City Council. Most of the additional design guidelines are found in the *Design Review Manual*, copies of which are available at the Aiken County Public Library and in the City of Aiken Planning Department.

9/15/05

## **REQUIRED SUBMITTALS**

The completed application form and accompanying materials must clearly depict the work requiring approval and its effect on the project site and the surrounding area. The items described below are required:

### **New construction, exterior alterations, and additions:**

One copy of each of the items listed below must be submitted with the application:

- ***Drawings***, including plans and exterior elevations, drawn to scale, **and no larger than 11" x 17"**, with sufficient detail to show the exterior location, scale, and extent of the proposed changes;
- ***Specifications or other information*** describing proposed materials and textures. Samples of materials may be required;
- ***Plot plans or site layout***, drawn to scale, showing the location of all existing structures and proposed work;
- ***Photographs*** clearly depicting the project location, contiguous properties, and streetscapes.

### **Demolition (partial or complete):**

- ***Photographs*** of the structure to be demolished and its surroundings; and
- ***Documentation*** in writing that addresses historical, archeological, aesthetic value of the structure to be demolished; and
- ***Documentation*** regarding structural integrity (condition) and the integrity of materials, location, and design.

### **Relocation of a structure or landmark:**

If the structure or landmark is to be relocated within a historic district or on a historic site, the submittals listed above for "New construction, exterior alterations, and additions" are required in addition to:

- ***Photographs*** of the structure to be moved and its context;
- ***Explanation*** in writing of the reason for the relocation; and
- ***Description*** of features of any structure, historic site, or the site which will be affected, including foundations, walls, driveways, etc.

### **Other:**

Same as for new construction.

Application #CER \_\_\_\_\_  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**DESIGN REVIEW BOARD**  
**CERTIFICATE OF APPROPRIATENESS APPLICATION-**  
**HISTORIC OVERLAY DISTRICTS**

**PROPERTY ADDRESS:** \_\_\_\_\_

Historic and/or common name (if applicable): \_\_\_\_\_

**OWNER-OF-RECORD:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Signature (if different from Applicant): \_\_\_\_\_

**APPLICANT:** If the applicant is not the owner-of-record, fill in the blanks below and provide written permission from the owner for the work.

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**PROJECT DESCRIPTION, REQUIRED SUBMITTALS, & MAILING LIST:** On the attached *PROJECT CHECKLIST & DESCRIPTION*, provide a written description of work requiring a Certificate of Appropriateness. **See the "Required Submittals" list for the items that must be turned in with the completed application form.** Please supply the name(s) and mailing address(es) of anyone (other than the owner and applicant) who should receive copies of correspondence pertaining to this request.

Are there restrictive covenants that would prohibit the proposed use of the property? \_\_\_\_\_

If you replied yes, please attach a certified copy of the restrictive covenants to this application.

**SIGNATURE:** I certify by my signature below that the information in this application is accurate and complete. The City of Aiken has permission to copy materials, including architectural drawings, necessary for the review of my Certificate of Appropriateness application.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print or type name: \_\_\_\_\_ Title: \_\_\_\_\_

## **PROJECT CHECKLIST & DESCRIPTION**

**CHECKLIST:** Mark all applicable items and provide details in the project description.

<b><u>TYPE OF STRUCTURE:</u></b>	<b><u>TYPE OF WORK:</u></b>	<b><u>FEATURES INVOLVED:</u></b>
<input type="checkbox"/> <b>Building</b>	<input type="checkbox"/> <b>New structure</b>	<input type="checkbox"/> Foundation
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> <b>Existing structure</b>	<input type="checkbox"/> Siding/exterior wall
<input type="checkbox"/> Gazebo/arbor/trellis	<input type="checkbox"/> Alteration	<input type="checkbox"/> Painting an unpainted surface
<input type="checkbox"/> Masonry wall	<input type="checkbox"/> Addition	<input type="checkbox"/> Complete paint removal
<input type="checkbox"/> Fence	<input type="checkbox"/> Partial demolition	<input type="checkbox"/> Roof
<input type="checkbox"/> Gate/gateposts	<input type="checkbox"/> Complete demolition	<input type="checkbox"/> Roof vents
<input type="checkbox"/> Trash enclosure	<input type="checkbox"/> Relocation	<input type="checkbox"/> Chimney
<input type="checkbox"/> Kennel/paddock		<input type="checkbox"/> Dormer/skylight
<input type="checkbox"/> Tennis court/backstop		<input type="checkbox"/> Soffit/fascia
<input type="checkbox"/> Basketball goal		<input type="checkbox"/> Gutter/downspout
<input type="checkbox"/> Swimming pool		<input type="checkbox"/> Porch/deck
<input type="checkbox"/> Patio/terrace/deck		<input type="checkbox"/> Steps
<input type="checkbox"/> Paved walk/step		<input type="checkbox"/> Door/entrance
<input type="checkbox"/> Paved drive/parking		<input type="checkbox"/> Window/storm sash
<input type="checkbox"/> Light standard		<input type="checkbox"/> Shutter/blind
<input type="checkbox"/> Free-standing sign		<input type="checkbox"/> Window air conditioner
<input type="checkbox"/> Antenna/satellite dish		<input type="checkbox"/> Balcony
<input type="checkbox"/> Temporary structure		<input type="checkbox"/> Awning/canopy
<input type="checkbox"/> Portable/prefabricated structure		<input type="checkbox"/> Sign
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ornamentation/detail
		<input type="checkbox"/> Other: _____

**DESCRIPTION:** Provide a written description of the work requiring a Certificate of Appropriateness.  
(For additional space, use the back of this page or additional sheets.)

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